ADDENDUM

New Feature:

It is now possible to quickly switch between *CPA*'s transaction entry screens without using the Enter Transactions menu.

If you press CTRL-Z before you type any new data on a Payment, Receipt or Transfer/Journal transaction entry screen, you will be prompted to select one of the other two screens from the screen you are currently using. Further information on this feature may be found on Pages 12 and 13 of the *Question & Answer Guide*.

No other feature of transaction entry as covered in Chapter 4 of *The CPA Reference Guide* is affected by this change.

We hope you will find this a useful addition to *CPA*.

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SPECIAL NOTICE

Clan Practical Accountant allows the creation of financial *departments* for certain accounting applications.

The use of departments is **optional**, and should not be confused with the use of *accounts*. If departments are established without understanding their intended purpose, results may be different than expected, and possibly confusing.

Do not establish departments or enter transactions in them if you are not sure you need them. Information on departments can be found in *The Beginner's Guide to Bookkeeping* and *The CPA Reference Guide*. Most individuals will not have a need for more than one department.